# Review of Employee Understanding

As part of the management review of the effectiveness of the time management training initiative, you are asked to prepare a response to the questions below. Please keep your responses short and concise but ensure that you provide sufficient information that clearly demonstrates your point of view.

Thank you for your effort in this company review.

**Question 1**

How did organisational requirements impact on the way you did your work on the day?

**Question 2**

On the day, if you encountered a difficulties in doing your work, e.g. the information you required was not in the intrays where it should have been placed by each team leader, how would you have dealt with this?

**Question 3**

Using any **two** tasks that you completed on the day in question, describe any factor that may have contributed to you not being able to complete the task and describe a way of dealing with that factor.

**Question 4**

State how you used technology to improve your work performance. Use at least **two** examples.

**Question 5**

What does the anti-discrimination legislation mean to our organisation?

**Question 6**

What do the privacy laws mean?

**Question 7**

What are the WHS responsibilities of employers and employees at work?